

NPI SCENARIOS

Virginia Department of Medical Assistance Services

DMAS Website: www.dmas.virginia.gov

E-Mail NPI Questions to: NPI@dmas.virginia.gov

Revised: October 25, 2006

INDEX

Introduction	1
Atypical Providers	2
Scenario I1: Individual	3
DMAS Definition of a Group Practice	4
Scenario G1: Group Practice	5
Scenario G2: A Group Member can also have their own Practice	6
Scenario G3: A Provider may be a Member of More than One Group Practice	6
Scenario G4: Group Practice cannot be a Rendering (Servicing) Provider	7
Scenario G5: Individual Practitioner not Enrolled as a Member of the Group	7
Scenario O1: Organization with a Single NPI	8
Scenario O2: Organization with Multiple NPIs	9
Scenario C1: CSB, RHC, FQHC	10
Scenario F1: Hospitals/Facilities with a single NPI	11
Scenario F2: Hospitals/Facilities with multiple locations/units/departments	11
Scenario F3: Hospitals/Facilities with a Group Practice	12
Scenario M1: Medicare Crossover	13
NPI Resources	14

Introduction

This document is intended to assist healthcare providers in assessing how they need to enumerate. Some healthcare organizations may need to obtain more than one NPI depending on their organizational structure and billing needs. This presentation will outline, at a high level, various NPI scenarios which explain how payments will occur depending on how providers have enumerated and enrolled their NPIs with DMAS.

- **The Department of Medical Assistance Services (DMAS) has adopted the NPI as the standard for identifying all healthcare providers on all transactions (Claims, ARS, PA), including paper claims. Failure to return your completed NPI Re-Enrollment Packets may cause payment disruptions!**

- The National Provider Identifier (NPI) is a 10-digit nationally assigned standard Identifier that will replace payer-specific identifiers for all healthcare providers no later than May 23, 2007. Individual healthcare providers are eligible for a single Type 1 Individual NPI. Healthcare organizations are eligible for a Type 2 Organization NPI.
- Group Practices are also eligible to obtain a Type 2 Organization NPI. DMAS is mandating enrollment of Group Practices in order to maintain group affiliations with the individual practitioners. This is required so that DMAS can identify situations where individual providers belong to more than one group, or where providers have their own practice as well as belonging to a group, and determine where to send payments in these situations.
- Healthcare organizations may also decide to subpart, or obtain multiple NPIs, based on location, unit, department, certification, licensure, or other billing and payment needs. How an organization subparts may impact how they bill and where payments are sent.
- Although an NPI may correspond to several different service locations, DMAS will only send payments for a single NPI to one Provider Name, one Payment Address, one Remittance Address, one EFT Account Number, one Federal EIN (or SSN) for Tax/1099 purposes, and one Service Center/Receiver for electronic transactions outbound from Virginia Medicaid to the Provider.
- Note: Atypical (non-healthcare) Providers are not eligible for an NPI and will receive a DMAS assigned ID (API).

Atypical Providers

- **Atypical (non-healthcare) Providers**
 - Not eligible for an NPI.
 - DMAS will assign an API.
 - Providers of non-healthcare services.
 - Examples: Carpentry, Non-Emergency Transportation, Respite Care, Adult Day Care, Assisted Living, Treatment Foster Care, Personal Care, Family Caregiver Training, Case Management Waiver, and Non-Medical Mental Retardation Services.
-
- An Atypical Provider is a provider that does not meet the HIPAA definition of a healthcare provider. These providers supply atypical or non-healthcare services.
 - DMAS will notify Atypical Providers of their DMAS-assigned Atypical Provider Identifier (API) in the December 2006/January 2007 timeframe.
 - The API should be used to identify the Billing Provider.
 - On Electronic Claims, no Rendering (Servicing) Provider is submitted because it is the same as the Billing Provider.
 - On CMS-1500 paper claims the Rendering (Servicing) Provider should be the same as the Billing Provider.
 - If an Atypical Provider has obtained an NPI because they also provide healthcare services, their NPI will be allowed to supercede the API. The provider will receive instructions along with their API assignment informing them of how to notify DMAS that they wish to use an NPI in place of the API.
 - All payments for a single API (or NPI) will be made to one Provider Name, Payment Address, Remittance Address, EFT Account Number, Federal EIN for Tax/1099 purposes, and Service Center/Receiver for electronic transactions outbound from Virginia Medicaid to the provider.
 - If a provider wishes to receive payments in a different manner, then they need to consider enrolling with more than one API and/or NPI, depending on the services to be billed using that identifier.

Scenario I1: Individual

- **INDIVIDUAL**
 - Dr. Jones
 - Individual Type 1 NPI: 1111111111
 - **Dr. Jones is enrolled in Virginia Medicaid as an individual practitioner.**
 - Dr. Jones is not identified as a member of any group practices that are enrolled in Virginia Medicaid.
-
- Dr. Jones submits his bill using NPI 1111111111 as the Billing Provider.
 - On Electronic Claims, no Rendering (Servicing) Provider is submitted because it is the same as the Billing Provider.
 - On CMS-1500 and DMAS 30/31 paper claims the Rendering (Servicing) Provider should be the same as the Billing Provider.
 - Payment will be sent to Dr. Jones.
 - While Dr. Jones may have several different service locations, all payments will be made to the same Provider Name, same payment address, same remittance address, same EFT Account, same SSN/EIN for Tax/1099 purposes, and same Service Center/Receiver for electronic transactions outbound from Virginia Medicaid to the provider.

DMAS Definition of a Group Practice

A Group Practice (Organization Type 2 NPI) should consist of individual fee-for-service practitioners (Individual Type 1 NPIs) that share the same Tax ID Number for billing, payment, and other business transaction purposes.

- A Group Practice must enroll as a Group with Virginia Medicaid under their own Type 2 Organization NPI. Groups must also submit a reassignment of benefits form for each individual practitioner in their group, and complete a roster that associates the individual practitioners with their group.
- DMAS does not consider Community Services Boards (CSB), Rural Health Clinics (RHC), or Federally Qualified Health Centers (FQHC) to be Group Practices. These organizations should bill using an NPI that identifies their agency/organization. They should not bill with individual practitioner NPIs in the Rendering (Servicing) Providers fields.
- If an organization uses one NPI as the billing provider for both the group practice and for different types of services provided by other parts of the same organization (for example: facility services, transportation services, pharmacy...) then payment for all claims will be made to the same Provider Name, same Payment Address, same Remittance Address, same EFT Account Number, same Federal EIN for Tax/1099 purposes, and same Service Center/Receiver for electronic transactions outbound from Virginia Medicaid to the provider.
- If the group practice needs to receive payment differently, then the organization should consider obtaining additional NPI numbers to identify its subparts.

Scenario G1: Group Practice

- **GROUP PRACTICE**
- Rivertown Medical Group
- Organization Type 2 NPI: 6666666611
- **GROUP MEMBER - Dr. Lewis**
- Individual Type 1 NPI: 2222222222
- **GROUP MEMBER - Dr. Smith**
- Individual Type 2 NPI: 3333333333
- **Rivertown Medical Group submits claims with Dr. Lewis and Dr. Smith as Rendering (Servicing) Providers.**

- Rivertown Medical Group submits a claim using their Organization NPI 6666666611 as the Billing Provider, and Dr. Lewis' NPI 2222222222 as the Rendering (Servicing) Provider.
- Rivertown Medical Group submits another claim using their Organization NPI 6666666611 as the Billing Provider, and Dr. Smith's NPI 3333333333 as the Rendering (Servicing) Provider.
- Payment for both claims is made to Rivertown Medical Group. All payments will be made to the same Group Practice Name, same payment address, same remittance address, and same Federal EIN for Tax/1099 purposes.

Scenario G2: A Group Member can also have their own Practice

- **GROUP PRACTICE**
- Rivertown Medical Group
- Organization Type 2 NPI: 6666666611
- **Dr. Lewis is a member of Rivertown Medical Group and also has her own practice. Her Type 1 NPI is 2222222222**

- Dr. Lewis is a member of Rivertown Medical Group and also has her own practice.
 - Dr. Lewis submits a claim using her NPI 2222222222 as the Billing Provider.
 - On Electronic Claims, no Rendering (Servicing) Provider is submitted because it is the same as the Billing Provider.
 - On CMS-1500 and DMAS 30/31 paper claims the Rendering (Servicing) Provider should be the same as the Billing Provider.
 - Payment is made to Dr. Lewis. A Practitioner may be a member of a group and have her own practice.
-

Scenario G3: A Provider may be a Member of More than One Group Practice

- **GROUP PRACTICE**
- AAA Medical Group, Organization Type 2 NPI: 5555555511
- Rivertown Medical Group, Organization Type 2 NPI: 6666666611
- **Dr. Smith (NPI 3333333333) is a member of AAA Medical Group and Rivertown Medical Group.**

- Dr. Smith is enrolled as a member of the Rivertown Medical Group and as a member of AAA Medical Group.
- AAA Medical Group submits a claim using their Organization NPI 5555555511 as the Billing Provider, and Dr. Smith's NPI 3333333333 as the Rendering (Servicing) Provider. Payment is made to AAA Medical Group.
- Rivertown Medical Group submits a claim using their Organization NPI 6666666611 as the Billing Provider, and Dr. Smith's NPI 3333333333 as the Rendering (Servicing) Provider. Payment is made to Rivertown Medical Group.
- A Practitioner may be a member of more than one Group Practice.

Scenario G4: Group Practice cannot be a Rendering (Servicing) Provider

- | |
|--|
| <ul style="list-style-type: none">• GROUP PRACTICE• Rivertown Medical Group• Organization Type 2 NPI: 6666666611• Rivertown Medical Group cannot be the Rendering (Servicing) Provider. |
|--|
- Rivertown Medical Group submits a claim using their Organization NPI 6666666611 as the Billing Provider. Rivertown Medical Group is also identified as the Rendering (Servicing) Provider on the claim.
 - On Electronic Claims, no Rendering (Servicing) Provider is submitted, therefore the Rendering Provider is considered to be the same as the Billing Provider.
 - On CMS-1500 and DMAS 30/31 paper claims the Billing Provider and the Rendering (Servicing) Provider are the same.
 - The claim is denied. The Group Practice is not allowed to be the Rendering (Servicing) Provider.
-

Scenario G5: Individual Practitioner not Enrolled as a Member of the Group

- | |
|---|
| <ul style="list-style-type: none">• GROUP PRACTICE• Rivertown Medical Group• Organization Type 2 NPI: 6666666611• Dr. Jones is enrolled in Virginia Medicaid as an individual practitioner.• Individual Type 1 NPI: 1111111111• Dr. Jones is not affiliated with any group practices that are enrolled in Virginia Medicaid. |
|---|
- Rivertown Medical Group submits a claim using their Organization NPI 6666666611 as the Billing Provider, and Dr. Jones' NPI 1111111111 as the Rendering (Servicing) Provider.
 - The claim is denied. Dr. Jones is not enrolled with Virginia Medicaid as a member of Rivertown Medical Group.

Scenario O1: Organization with a Single NPI

- **XYZ Healthcare**
- Agency, Clinic, CSB, other organization.
- XYZ Healthcare is not a Group Practice.
- Organization Type 2 NPI of 8888888800
- (CMS1500/Professional Claims)
- **XYZ Healthcare has a single NPI.**

- XYZ Healthcare submits a claim using their Organization NPI 8888888800 as the Billing Provider.
 - On Electronic Claims, no Rendering (Servicing) Provider is submitted because it is the same as the Billing Provider.
 - On CMS-1500 and DMAS 30/31 paper claims the Rendering (Servicing) Provider should be the same as the Billing Provider.
- The claim is paid to XYZ Healthcare.
- All claims paid to NPI 8888888800 will be sent to the same Provider Name, same payment address, same remittance address, same EFT Account Number, same Federal EIN for Tax/1099 purposes, and same Service Center/Receiver for electronic transactions outbound from Virginia Medicaid to the provider.

Scenario O2: Organization with Multiple NPIs

- **ORGANIZATION**
- ABC Healthcare, Organization Type 2 NPI: 7777777711
- Agency, Clinic, CSB, other organization. ABC Healthcare is not a Group Practice. (CMS1500/Professional Claims)
- **ABC Healthcare has multiple NPIs by location, business unit, or subsidiaries.**
- ABC Women's Health with NPI 7777777722
- ABC North with NPI 7777777733 and ABC South with NPI 7777777744
- A. ABC Healthcare wants all payments to go to their main office.**
- B. ABC Healthcare also wants payments to go to ABC Women's Health.**

- A. **For ABC Healthcare to receive all payments to their main office**, they should use NPI 7777777711 as the Billing Provider on the claim. Each servicing location will need to be on file with Virginia Medicaid. NPI 7777777711 should be returned with the Re-Enrollment packet for each legacy Medicaid Provider Identifier. Payments will be made to ABC Healthcare Main Office. All payments will be made to the same Provider Name, same payment address, same remittance address, same EFT Account, same Federal EIN for Tax/1099 purposes, and same Service Center/Receiver for electronic transactions outbound from Virginia Medicaid to the provider.
- B. **For ABC Women's Health to receive payments** at a different location, to a different organization name, to different EFT accounts, or to a different Federal Tax ID Number for 1099 purposes, then NPI 7777777722 also needs to be enrolled. NPI 7777777722 should be returned on the re-enrollment packet for ABC Women's Health. When NPI 7777777722 is submitted as the Billing Provider, payments will be sent to ABC Women's Health.

In both scenarios:

- On Electronic Claims, no Rendering (Servicing) Provider is submitted because it is the same as the Billing Provider.
- On CMS-1500 and DMAS 30/31 paper claims the Rendering (Servicing) Provider should be the same as the Billing Provider.

Scenario C1: CSB, RHC, FQHC

- **Community Services Board, Rural Health Clinic, Federally Qualified Health Center**
 - James River CSB - Organization Type 2 NPI: 4444444411
 - James River CSB, Charlottesville - Type 2 NPI: 4444444422
 - The CSB employs individuals that provide both healthcare and non-healthcare services. The healthcare providers have individual NPIs.
- A. If the CSB/RHC/FQHC wants all payments made to their main office.**
- B. If the CSB/RHC/FQHC also wants payments made to the Charlottesville Office.**

- A. If the CSB/RHC/FQHC has only one NPI, or wants all payments made to their Main Office,** then James River CSB should submit claims using NPI 4444444411 as the Billing Provider. Payment will be made to James River CSB with NPI 4444444411. All payments will be made to the same payment address, remittance address, EFT Account Number, and the same Federal EIN for Tax/1099 purposes.
- B. If the CSB/RHC/FQHC also wants payments made to the Charlottesville location,** then they should submit claims for this location using NPI 4444444422 as the Billing Provider. Payment will be made to James River CSB Charlottesville with NPI 4444444422. This NPI will also need to be enrolled with Virginia Medicaid. This NPI may have a different payment address, remittance address, EFT Account Number, and/or different Federal EIN for Tax/1099 purposes.

In both Billing scenarios:

- The NPIs for individual practitioners should not be submitted as the Rendering (Servicing) Provider.
- On Electronic Claims, no Rendering (Servicing) Provider is submitted because it is the same as the Billing Provider.
- On CMS-1500 and DMAS 30/31 claims the Rendering (Servicing) Provider should be the same as the Billing Provider.
- DMAS does not consider CSBs, RHCs, or FQHCs to be Group Practices.

Scenario F1: Hospitals/Facilities with a single NPI

- **HCF Healthcare**
- Hospital, Nursing Home, Other Facility
- UB04/Institutional Claims
- Organization Type 2 NPI: 9999999911
- **HCF has one NPI (9999999911)**

- HCF Healthcare submits claims using their Organization Type 2 NPI 9999999911 as the Billing Provider.
 - All claims are paid to HCF Healthcare.
 - All claims paid to NPI 9999999911 will be sent to the same Provider Name, same payment address, same remittance address, same EFT Account Number, same Federal EIN for tax/1099 purposes, and same Service Center/Receiver for electronic transactions outbound from Virginia Medicaid to the provider.
-

Scenario F2: Hospitals/Facilities with multiple locations/units/departments

- **HCF Healthcare**
- Hospital, Nursing Home, Other Facility
- UB04/Institutional Claims
- Organization Type 2 NPI: 9999999911
- **HCF has multiple NPIs by location, department, or unit.**
- HCF West with NPI 9999999922
- HCF Rehab with NPI 9999999933
- A. HCF Healthcare wants to receive all payments at their main office.**
- B. HCF Healthcare also wants to receive payments at the HCF Rehab location.**

- A. For HCF Healthcare to receive all payments at their main office,** they should use NPI 9999999911 as the Billing Provider on claims. All claims paid to NPI 9999999911 will be sent to the same Provider Name, same payment address, same remittance address, same EFT Account Number, and same Federal EIN for Tax/1099 purposes.
- B. For HCF Rehab to receive payment at a different Provider Name,** payment address, remittance address, EFT account number, and/or a different Federal EIN for 1099 purposes, then HCF Rehab should submit the claim using the HCF Rehab NPI 9999999933 as the Billing NPI. Payment will be made to HCF Rehab.

Scenario F3: Hospitals/Facilities with a Group Practice

- **HCF Healthcare**
- Hospital, Nursing Home, Other Facility
- Organization Type 2 NPI: 9999999911
- HCF Medical Group with Type 2 Organization NPI 9999999944
- Dr. Smith, NPI 3333333333, is a member of HCF Medical Group
- **HCF Medical Group submits claims as a Group Practice**

- HCF Medical Group needs to enroll as a Group Practice with Virginia Medicaid with a Type 2 Organization NPI 9999999944. The Group must also submit a reassignment of benefits form for each individual practitioner in their group, and complete a roster that associates the individual practitioners with their group.
- For HCF Medical Group to receive payment, they must submit the organization's NPI 9999999944 as the Billing Provider, and Dr. Smith's individual NPI 3333333333 as the Rendering (Servicing) Provider.
- HCF Medical Group will receive payment.
- Note: If HCF Medical Group uses the same organization NPI as the main facility, then all payments for the Group Practice will be made to the main facility using the same Provider Name, same Payment Address, same Remittance Address, same EFT Account Number, same Federal EIN for Tax/1099 purposes, and same Service Center/Receiver for electronic transactions outbound from Virginia Medicaid to the provider.

Scenario M1: Medicare Crossover

- **Medicare Crossover**
 - If you use an NPI to submit claims to Medicare, you must enroll that NPI with Virginia Medicaid in order for Medicare Crossover claims to be accepted and processed.
1. NPIs used to submit claims to Medicare must be enrolled with Virginia Medicaid. Medicare Crossover claims received with NPIs for Billing Providers not enrolled with Virginia Medicaid will be rejected.
 2. Providers that currently have units, departments, or locations that are enrolled with Medicare but not currently enrolled with Virginia Medicaid will need to enroll the NPI for these subparts with Virginia Medicaid as Medicare Crossover Only providers in order to receive payment on Medicare Crossover claims. Currently, Virginia Medicaid automatically crosswalks multiple Medicare IDs from some providers to a single enrolled Medicaid Provider Identification number in order to process certain Medicare Crossover claims. Virginia Medicaid will not perform this crosswalk when using NPIs.
 3. Group Practices that are enrolled with Medicare need to enroll your Organization's NPI as a Group Practice with Virginia Medicaid, and your Individual Practitioners as members of your group. Medicare Crossover claims received for Rendering (Servicing) Providers that are not enrolled with Virginia Medicaid as a member of the Group Practice identified as the Billing Provider will be rejected.

NPI Resources

Virginia Medicaid Contact Information

DMAS Website: www.dmas.virginia.gov

DMAS NPI Information: http://www.dmas.virginia.gov/npi-home_page.htm

E-Mail NPI Questions to: NPI@dmas.virginia.gov

Provider Enrollment: In-state (888) 829-5373 Out of state (804) 270-5105

DMAS Helpline: In-state (800) 552-8627 Out of state (804) 786-6273

Other Resources:

National Plan and Provider Enumeration System (NPPES):

Website: <https://nppes.cms.hhs.gov>

E-mail: customerservice@npienumerator.com

Phone: 1-800-465-3203

CMS NPI Website: <http://www.cms.hhs.gov/NationalProvIdentStand/>

WEDI: <http://www.wedi.org/>